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User Manual For Registered Funeral Director (Coffin Permit Transhipment)

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Step 1 Homepage

Choose *"Coffin Permit For Transhipment"* (As shown in Diagram 1) if you wish to apply for a transhipment permit.

Diagram 1. Homepage for Registered Funeral Director

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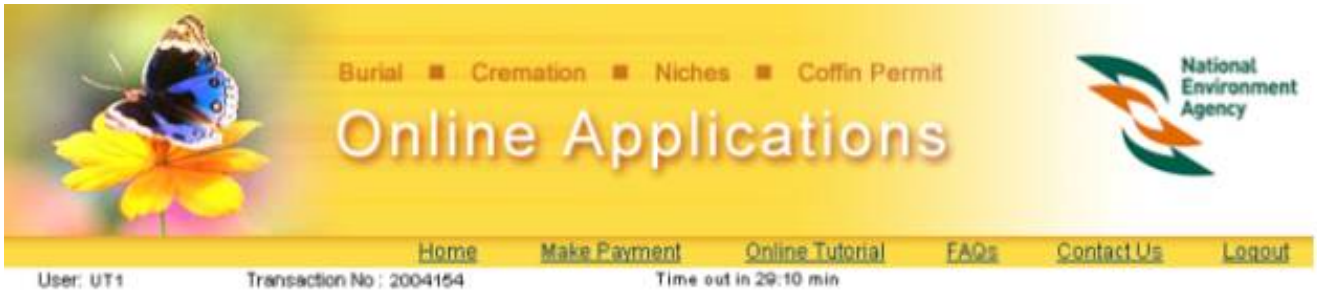
Step 2 Important Information About Coffin Permit Transhipment

Read through the 'Important Information on Coffin Permit (Transhipment)' which provides you with important details on:

- Application procedures
- The documents required for coffin permit (transhipment) application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Transaction No : 2004154
Time out in 29:10 min
Important Information On Coffin Permit (Transhipment)
INSTRUCTIONS FOR APPLICATION OF COFFIN (TRANSSHIP) PERMIT
Please read these instructions carefully before you proceed with the online application for coffin (transship) permit.
1. GENERAL
a. Scanned copies of the documents stated in section 2 below are required for the application for a coffin (transshipment) permit. Please have them ready before making an application.
b. The application for a coffin (transshipment) permit is subject to approval from the Port Health Office. Lodgement of an application for a coffin (transshipment) permit does not indicate that the application is approved.
c. Upon payment, a transaction number will be issued to you. You will need to note down this transaction number as it is required for you to check on the status of your application, and to print out the coffin (transshipment) permit online.
I have read, understood and agree to the above instructions and requirements, and will inform the next-of-kin of the deceased accordingly.
Click Here If You Agree
I Agree
I Disagree
Click Here If You Disagree

Diagram 2. The Important Information On Coffin Permit (Transhipment) Page

- Click “I Agree” if you agree with the conditions.

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Step 3 **Application For Coffin Permit Transhipment**

Fill in the details in the application as shown in Diagram 3. Fields marked with asterisk (*) are mandatory.

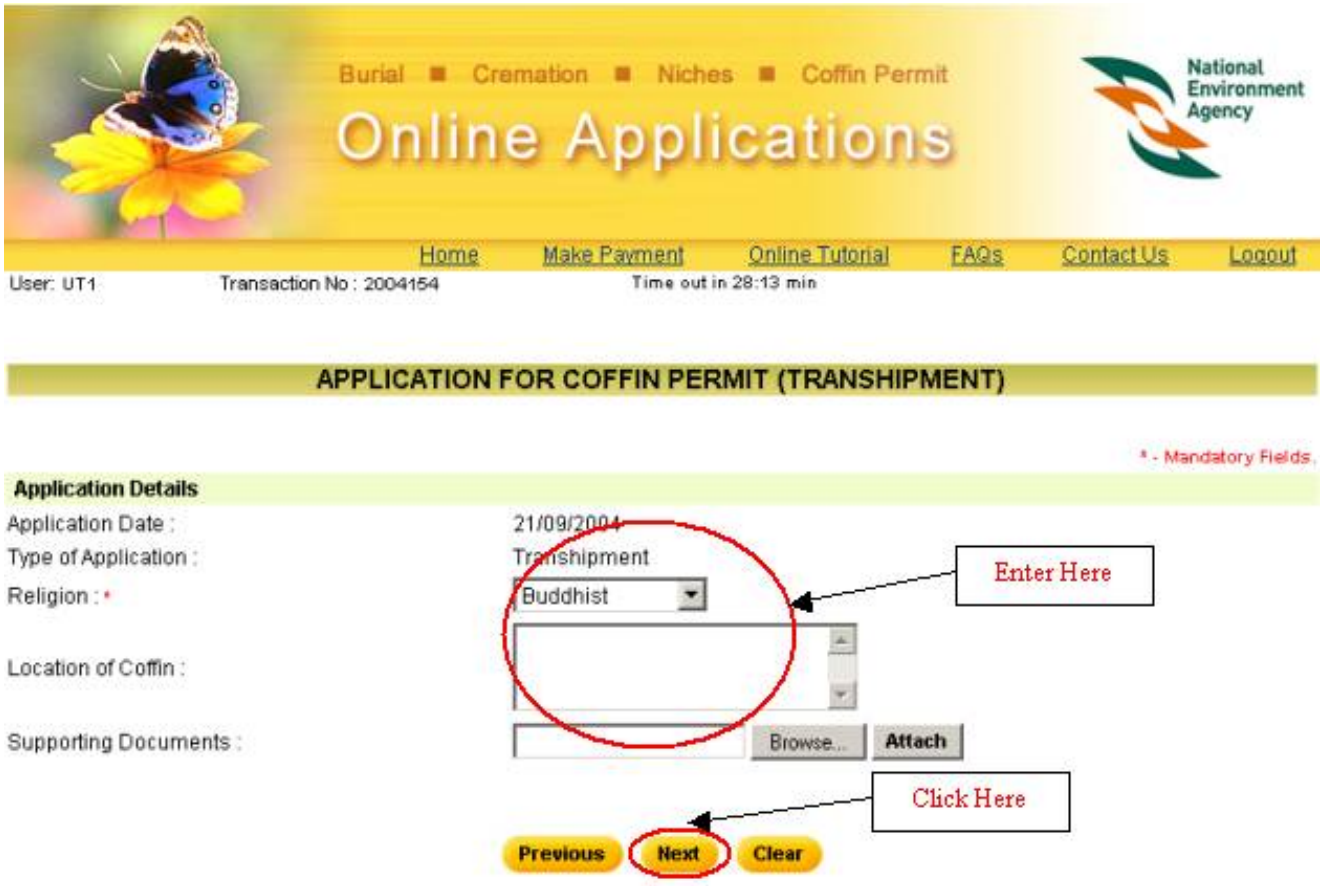

Diagram 3. Application For Coffin Permit Transhipment Page

- Select the religion of the deceased.
- Enter the current location of the coffin.
- Attach supporting documents like the death certificate, embalming certificate, sealing certificate, export permit, air waybill (air consignment note) etc. Click on the “Browse” button to select the file and click on the “Attach” button. Only documents with file extensions .jpg, .bmp, .tif will be accepted. You can upload up to 10 supporting documents in all.
- Click on the “Next” button to continue.

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Step 4 **Deceased Details**

Fill in the deceased details as shown in Diagram 4. Fields marked with asterisk (*) are mandatory.

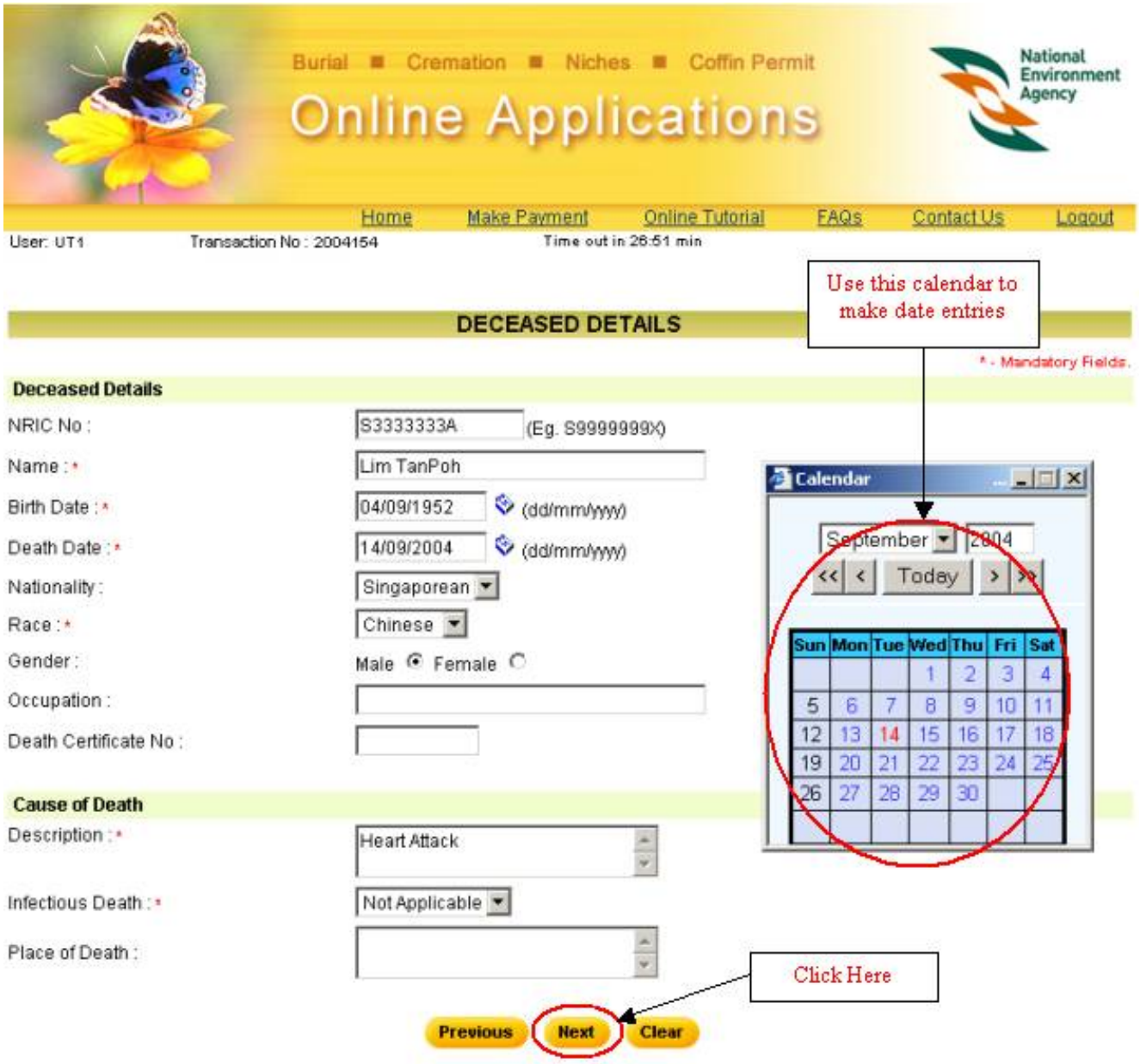

Diagram 4. The Deceased Details Page

- Only valid Singapore NRIC numbers should be entered in the NRIC No. field. The NRIC number should be in S9999999X format.
- The Birth Date and Death Date should be entered in DD/MM/YYYY format. Alternatively, click on the calendar icon next to the field to open the calendar and select a date.
- The description field for cause of death is a required entry. Please enter description as shown in the Death Certificate.
- Click on the “Next” button to continue.

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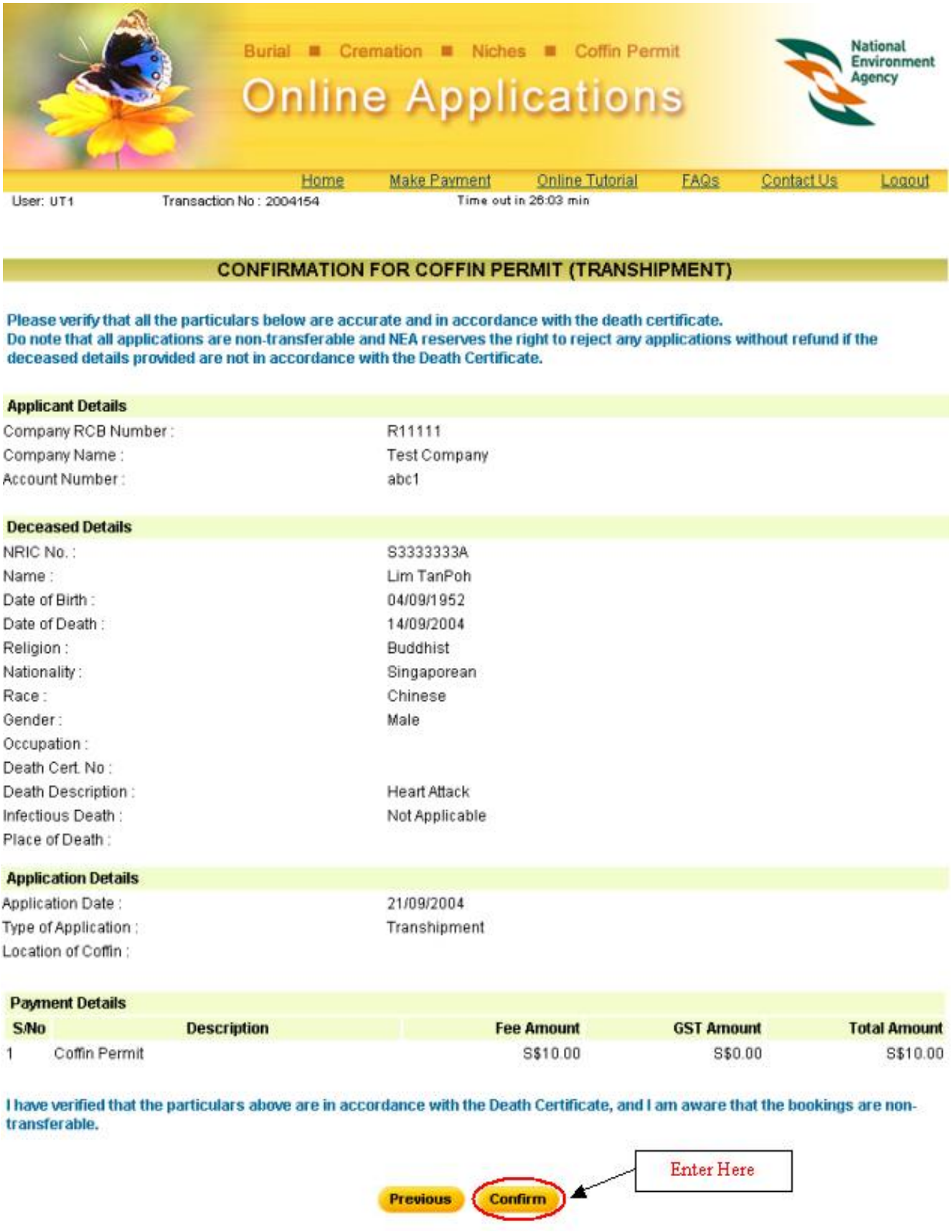
Step 5 Confirmation Page

A confirmation page will display as shown in diagram 5. Verify all the details and click “Confirm” to proceed. For amendments, please click “Previous” to amend.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Transaction No : 2004154
Time out in 26:03 min
CONFIRMATION FOR COFFIN PERMIT (TRANSHIPMENT)
Please verify that all the particulars below are accurate and in accordance with the death certificate.
Do note that all applications are non-transferable and NEA reserves the right to reject any applications without refund if the deceased details provided are not in accordance with the Death Certificate.
Applicant Details
Company RCB Number : R11111
Company Name : Test Company
Account Number : abc1
Deceased Details
NRIC No. : S3333333A
Name : Lim TanPoh
Date of Birth : 04/09/1952
Date of Death : 14/09/2004
Religion : Buddhist
Nationality : Singaporean
Race : Chinese
Gender : Male
Occupation :
Death Cert. No :
Death Description : Heart Attack
Infectious Death : Not Applicable
Place of Death :
Application Details
Application Date : 21/09/2004
Type of Application : Transhipment
Location of Coffin :
Payment Details
S/No Description Fee Amount GST Amount Total Amount
1 Coffin Permit S$10.00 S$0.00 S$10.00
I have verified that the particulars above are in accordance with the Death Certificate, and I am aware that the bookings are non-transferable.
Previous
Confirm
Enter Here

Diagram 5. Application Confirmation For Coffin Permit Transhipment Page

- Verify the Payment details, Type of Application, Coffin Location and deceased details on the page.

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Step 6 **Confirm Transaction Page**

Once application has been confirmed, you will have to now select the payment mode (Refer to Diagram 6).

Diagram 6. Confirm Transaction Items Page.

- Presently, eNets(Credit Card, Debit Card and Internet Banking) is the mode of payment available, and it is selected by default.
- After verifying all details and are ready to make payment, click on the “Compute Payment” button.

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Step 7 **Payment Page**

Verify the payment mode.

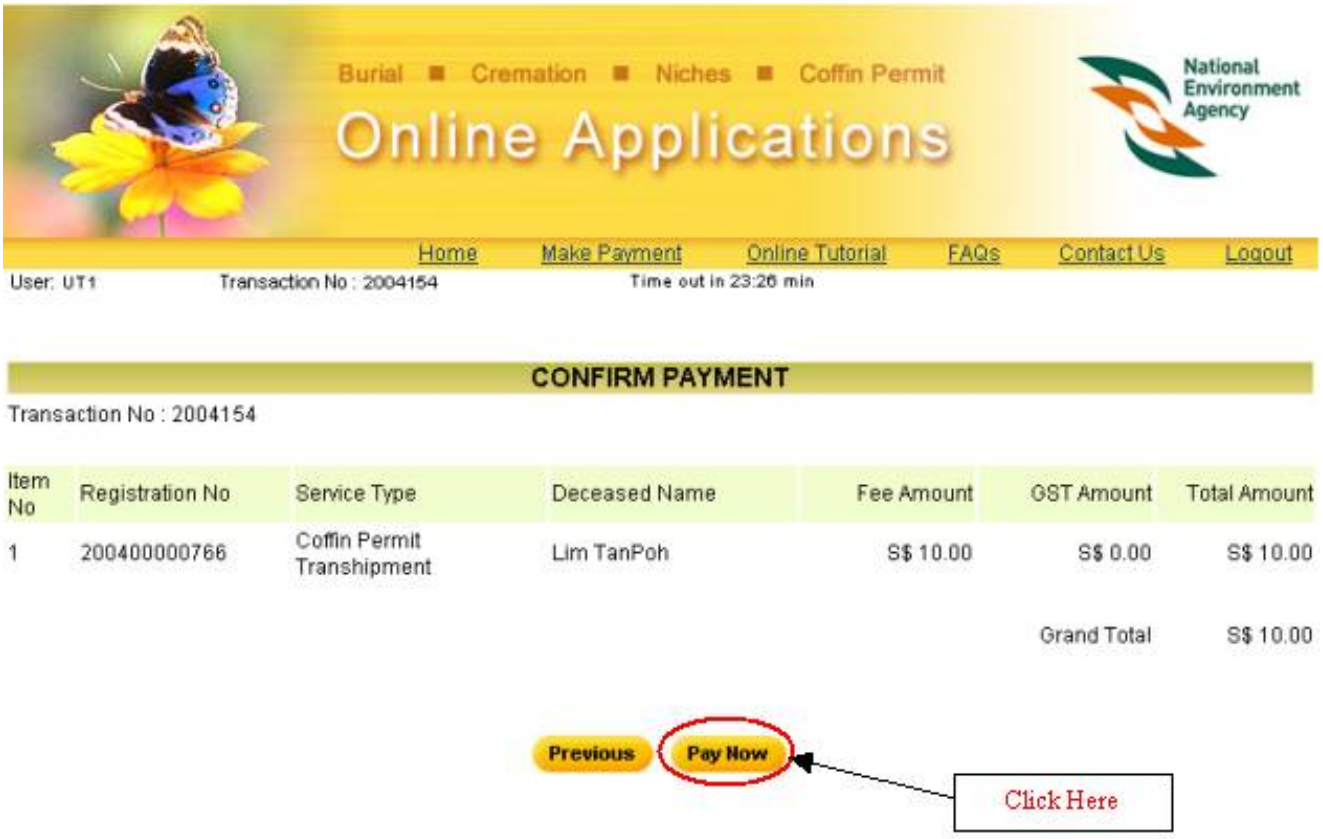

Diagram 7. Confirm Payment Page.

- Click on the "*Pay Now*" button to make payment. This will bring you to the payment gateway where the payment is made using the bank interface. The payment is made for the total amount shown. Partial payment or different modes of payments are not allowed.

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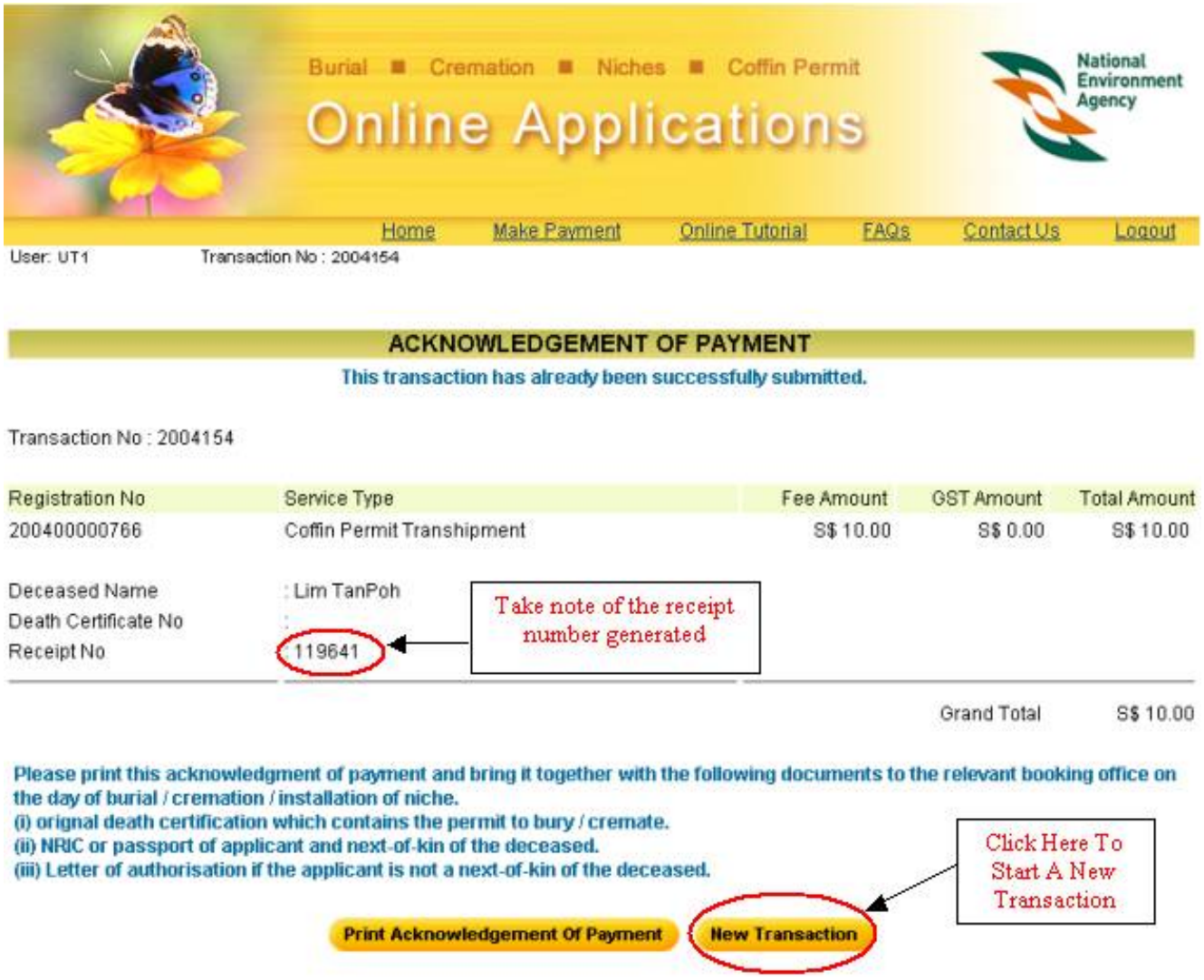
Step 8 Acknowledgement Of Payment

Once payment has been successfully made, the "Acknowledgement of Payment" page will be displayed. Refer to Diagram 8.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Transaction No : 2004154
ACKNOWLEDGEMENT OF PAYMENT
This transaction has already been successfully submitted.
Transaction No : 2004154
Registration No
Service Type
Fee Amount
GST Amount
Total Amount
200400000766
Coffin Permit Transhipment
S$ 10.00
S$ 0.00
S$ 10.00
Deceased Name : Lim TanPoh
Death Certificate No :
Receipt No 119641
Take note of the receipt number generated
Grand Total S$ 10.00
Please print this acknowledgment of payment and bring it together with the following documents to the relevant booking office on the day of burial / cremation / installation of niche.
(i) orignal death certification which contains the permit to bury / cremate.
(ii) NRIC or passport of applicant and next-of-kin of the deceased.
(iii) Letter of authorisation if the applicant is not a next-of-kin of the deceased.
Click Here To Start A New Transaction
Print Acknowledgement Of Payment
New Transaction

Diagram 8. Acknowledgement of Payment Page.

- When you see this page, it means that the payment and booking/application has been successful.
- The receipt number is shown on this page together with the rest of the important application details.
- Quote the “Registration No” shown on the first line to refer to the booking/application when you approach the counter at Port Health Office.
- Use the “Transaction No” shown at the top of the “Acknowledgement of Payment” to check the status of your application through the “Coffin Permit Application Status Enquiry” function.
- Click on the “*Print Acknowledgement of Payment*” button to open a printable version of the acknowledgement of payment. Print the page for future reference.
- To start a new booking/application, click on the “*New Transaction*” button.

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Step 9 Printing Of Acknowledgement Of Payment

National Environment Agency

ACKNOWLEDGEMENT OF PAYMENT

Transaction No	: 2004154	Date	: 21/09/2004
Applicant Name	: Test Company	Time	: 05:34 PM
Applicant ID	: R11111		
Application	: NEA-ATAD		

Registration No	Service Type	Fee (S$)	GST (S$)	Total (S$)
200400000766	Coffin Permit Transhipment	10.00	0.00	10.00
Deceased Name	: Lim TanPoh			
Death Certificate No	:			
Receipt No	: 119641			
			Grand Total	10.00

Important Information

PSi Ref. No : 332d46b93b2e01cc-25102004-11277-1284763411
EP Ref. No :-
PSi RN : NEA0000000019447

Diagram 9. Acknowledgement of Payment.

- Click "*Print*" button to print the Acknowledgement of Payment.
- Click "*Close*" button to close the pop-out browser window.

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